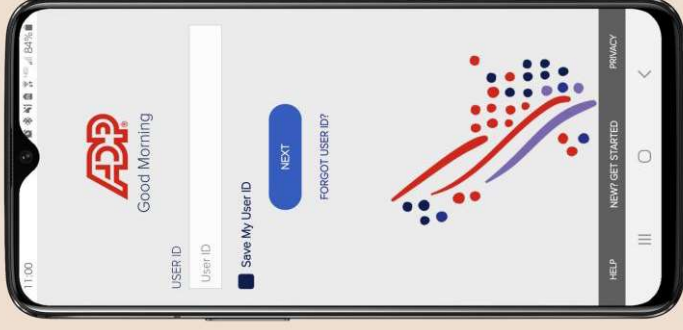
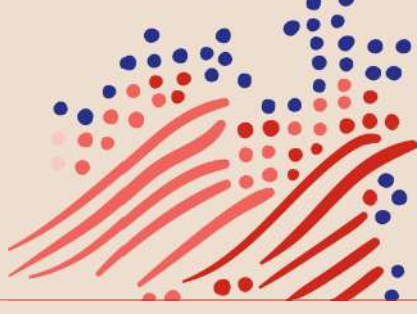


Submitting a Time Off Request

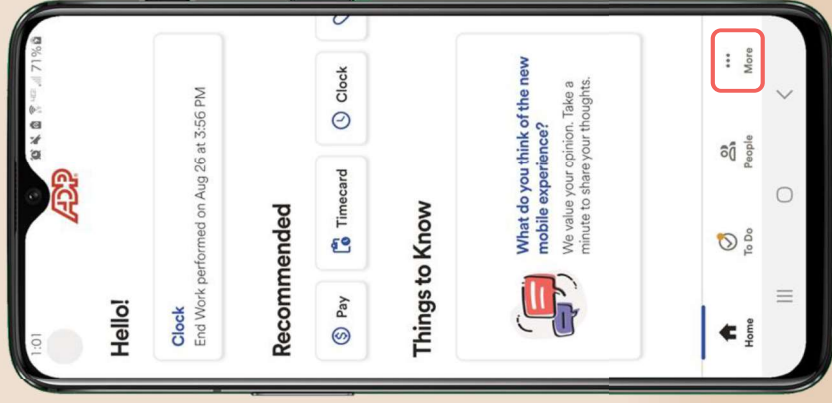


Allows employees to submit a Time Off Request from within the ADP Mobile App.

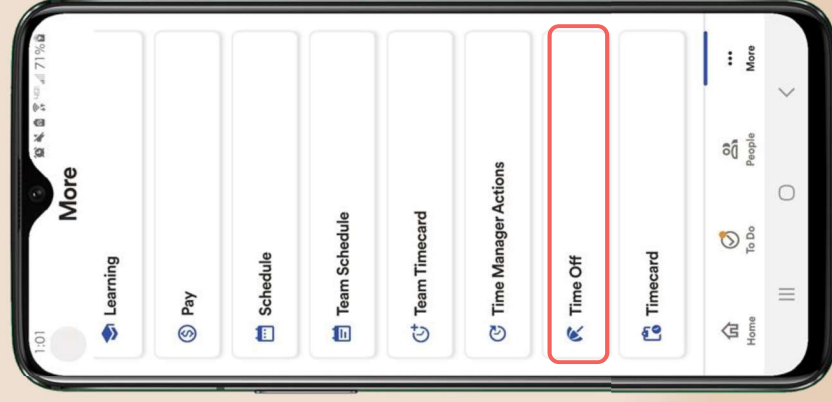
Note: Entering a Time Off pay code directly on the mobile timecard does not create a Time Off Request.



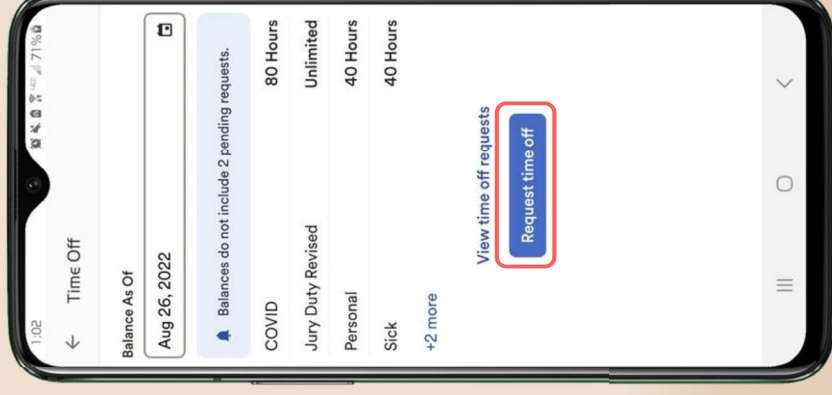
Tap **More**



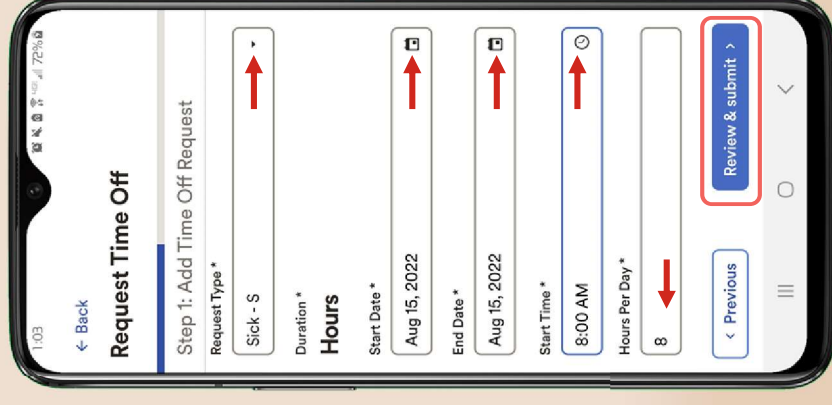
Tap **Time Off**



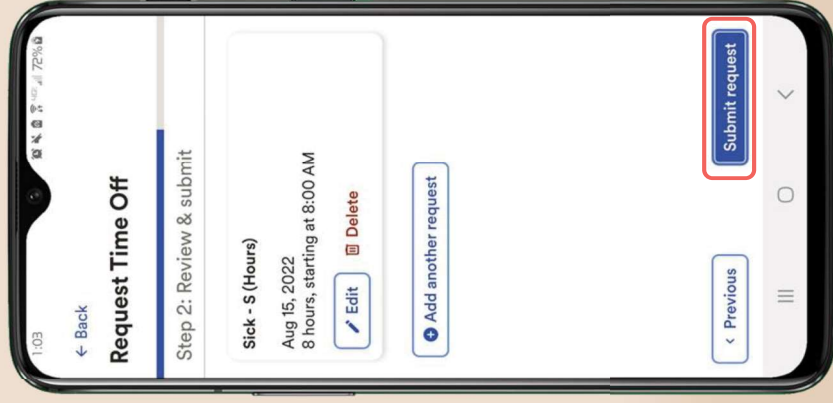
Tap the **Request Time Off** button



Select the Policy, Date, Time & Hours. Tap **Review & Submit**



Review the request then
tap **Submit Request**



The Time Off Request
has been submitted

